

Personnel

Education and Training
Programs

Local Training

POLICY:

**Laboratory Training
Support**

- .01a The Laboratory pays 100% of the tuition and other reasonable costs incurred by employees who take job-required or job-related local training that has been approved by their supervisors. & The Laboratory may pay up to 100% of the tuition and other reasonable costs incurred by non-Laboratory employees, including Affiliates and contractors, for job-required local training.

**Compensation for Training
Time**

- .01b Job-related local training held entirely outside of normal working hours is not considered hours worked. For exempt employees, job-required or supervisor-approved job-related local training that falls within the scheduled work hours is considered time worked. For nonexempt employees only, the following is considered time worked:

All time spent in job-required local training and

All time spent in job-related local training that is scheduled during work hours or that overlaps work hours when attendance at the training is approved by the supervisor.

See also [AM 401](#).

**DEFINITION OF LOCAL
TRAINING:**

- .02 Local training is participation in a short course, normally held within Los Alamos County, & for which no academic credit is given. The course must be formally planned to meet a specific need, and course content and materials must be designed to achieve stated learning objectives. Other requirements include active student participation and involvement, a plan of instruction, often accompanied by some system for determining the student's assimilation of the material presented, and other characteristics frequently associated with training and development programs.

RESPONSIBILITY:

- .03 Participation in local training courses is the responsibility of the employee. The Employee/Organization Development Group

Local Training

(HRD-3) advises employees of opportunities and provides general coordination, including

- Helping with scheduling,

- Acting as liaison with the University of New Mexico-Los Alamos and other colleges and educational institutions,

- Advertising courses,

- Maintaining a general catalog and description of courses, and

- Providing a reasonable level of logistic support.

PROCEDURES:

- .04 Procedures for tuition reimbursement are described in [AM 405](#).
- .05 Employees engaged in short local training courses may receive advance tuition payment, with the group- or division-level manager's written approval, for each course that is job-related or job-required.